



Supervisors/Managers Study Guide

PART 1: OVERVIEW OF eWiSACWIS FOR SUPERVISORS/MANAGERS

What functions does eWiSACWIS support for Supervisors and Managers?

You have completed one or more study guides regarding program areas and related eWiSACWIS features and terminology. This study guide will provide you with an overview of how eWiSACWIS supports you as **Supervisors/Managers**. The table included here highlights six functional areas supported by eWiSACWIS—as they relate to your supervisory and management responsibilities.

Function	Purpose
Assignments	Make assignments to a supervisor of another unit (for example, from Intake to Initial Assessment) or to workers in your unit. Through eWiSACWIS you can assign/reassign the following to one or more workers: <ul style="list-style-type: none">▪ Cases/providers▪ Ticklers▪ Case participants
Approvals	Review case/provider actions submitted to you by a worker via eWiSACWIS. You may approve/not approve, return to the worker for correction, or send to a different supervisor as appropriate.
Case Actions	Process supervisory-level case actions such as: <ul style="list-style-type: none">▪ Make a screening decision▪ Link Intakes to an existing case or create a new case▪ De-link a mistakenly linked Intake from a case
Payments	Process payment actions, including: <ul style="list-style-type: none">▪ Request a check to be issued to a provider▪ Cancel a check in pending status▪ Initiate an overpayment adjustment
Worker Information	Document worker information, including: <ul style="list-style-type: none">▪ Demographic information▪ History of training courses scheduled/taken▪ Annual training plan
Reports	Produce reports.

STUDY GUIDE AT A GLANCE

Part 1. Overview of eWiSACWIS for Supervisors/Managers	1
Part 2. eWiSACWIS Features for Supervisors/Managers.....	2
Part 3. eWiSACWIS Terminology for Supervisors/Managers.....	3
Glossary.....	4



Supervisors/Managers Study Guide



PART 2: eWiSACWIS FEATURES FOR SUPERVISORS/MANAGERS

How does eWiSACWIS help me accomplish my responsibilities as a supervisor/manager?

See how well you can identify some eWiSACWIS features by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description in Column 2 that best matches the feature.

SELECTIONS eWiSACWIS Features
<i>Approval</i>
<i>Assignment</i>
<i>Payments</i>
<i>Reports</i>
<i>Create New Case</i>
<i>Link Intake to Existing Case</i>
<i>Screen In/Screen Out</i>

1. Feature	2. Description
	Links an Intake to a case that already exists in the system.
	Provides mechanism for worker to submit case/provider actions for your review.
	Produces reports.
	Provides the mechanism for requesting a check to be issued to a provider and for canceling a check in pending status.
	Documents your decision as to whether an Intake should be accepted as a case.
	Assigns cases/providers (and associated ticklers, if appropriate) to other supervisors or to workers in your unit.
	Creates a new case in eWiSACWIS when no case is found in the system that matches the Intake.



Supervisors/Managers Study Guide



PART 3: eWiSACWIS TERMINOLOGY FOR SUPERVISORS/MANAGERS

What new terms do I need to know to help me learn how to use eWiSACWIS effectively as a supervisor/manager?

See how well you can identify some eWiSACWIS terms by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description in Column 2 that best matches the term.

SELECTIONS eWiSACWIS Terms	1. Term	2. Description
<i>Worker Record</i>		Reports that can be requested from the State via the Report Selection window in eWiSACWIS.
<i>Primary Worker</i>		Worker designated in an assignment as having lead responsibility for a case/provider.
<i>Secondary Worker</i>		Record in eWiSACWIS containing employee information. Must be completed for new workers so they can be assigned cases/providers and access their work in eWiSACWIS.
<i>Standard Reports</i>		Reports run routinely on a nightly, weekly, or monthly basis.
<i>On-Demand Reports</i>		Worker designated in an assignment as having a role regarding a case/provider, but not the lead responsibility.



Supervisors/Managers Study Guide

GLOSSARY

Features	
Approval	Provides mechanism for worker to submit case/provider actions for your review. Allows you to approve/not approve, return to the worker for correction/additional information, or send to a different supervisor as appropriate.
Assignment	Assigns cases/providers (and associated ticklers, if appropriate) to other supervisors or to workers in your unit. (Workers do not make assignments, except to assign Intakes to their supervisor for review.)
Create New Case	Creates a new case in eWiSACWIS when no case is found in the system that matches the Intake.
Link Intake to Existing Case	Links an Intake to a case that already exists in the system.
Payments	Provides the mechanism for requesting a check to be issued to a provider and for canceling a check in pending status.
Reports	Produces reports.
Screen In/Screen Out	Documents your decision as to whether an Intake should be accepted as a case. Once an Intake has been screened in/screened out by the supervisor, eWiSACWIS freezes it to preserve a record of the information at the time of Intake.
Terms	
On-Demand Reports	Reports that can be requested from the State via the Report Selection window in eWiSACWIS.
Primary Worker	Worker designated in an assignment as having lead responsibility for a case/provider.
Secondary Worker	Worker designated in an assignment as having a role regarding a case/provider, but not the lead responsibility.
Standard Reports	Reports run routinely on a nightly, weekly, or monthly basis.
Worker Record	Record in eWiSACWIS containing employee information. Must be completed for new workers so they can be assigned cases/providers and access their work in eWiSACWIS.

Next: Complete the Study Guide Quiz for Supervisors/Managers!